

This Notice Expires 31 December 1957

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NOTICE

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DEC 1957

**CHANGE IN PAYDAY FOR COMPENSATION  
PAYABLE ON 27 DECEMBER 1957 FOR EMPLOYEES  
PAID BY VOUCHERED FUNDS**

1. In order to provide Agency employees before Christmas with the pay checks which normally would be dated and distributed on 27 December 1957, arrangements have been made to advance the pay day to 24 December 1957.

2. Accordingly, checks due on 27 December 1957 will be available for employees during the forenoon of 24 December 1957.

**SPECIAL INSTRUCTIONS FOR TIME AND  
ATTENDANCE CLERKS**

1. To accomplish the above arrangement each Time and Attendance Clerk shall deliver all Time and Attendance Reports for the pay period ending 14 December 1957 to the Payroll Branch, Fiscal Division, 1300 Curie Hall not later than 12:00 noon Monday, 16 December 1957. It is urged that Time and Attendance Reports be delivered as soon as possible after 8:30 A.M. but not later than 12:00 noon. Any deviation from this schedule may result in some employees being omitted from the payroll for the period.

2. Pay clerks are advised that they may pick up the pay checks beginning at 8:00 A.M. Tuesday, 24 December 1957 at 1300 Curie Hall.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L.E. WHITE